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INTERAGENCY CLASSIFICATION REVIEW COMMITTEE  
WASHINGTON, D.C. 20408

21 7 1977

Dave - F.Y.I.  
14 Jul 77

MEMORANDUM FOR:

Mr. John F. Blake  
Chairman, Departmental Review Committee  
Central Intelligence Agency

SUBJECT:

SEMIANNUAL REPORTS TO THE INTERAGENCY  
CLASSIFICATION REVIEW COMMITTEE (ICRC)

ICRC Letter of Instructions, November 17, 1976, amended the frequency of Departmental reports to the ICRC from quarterly to semiannual. The change to semiannual reporting is effective for the reports covering the period January 1 - June 30, 1977. Reports for the first half of 1977 are due at the ICRC staff office no later than July 31. Timely and accurate reporting is imperative in order to keep the President and the Congress informed as to the status of the program.

If your security staff has any questions regarding the completion of the report forms, please contact the ICRC office at

STAT

Executive Director

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11/76

INTERAGENCY CLASSIFICATION REVIEW COMMITTEE  
WASHINGTON, D.C. 20408

LETTER OF INSTRUCTIONS

RE: SEMIANNUAL REPORTS TO THE INTERAGENCY  
CLASSIFICATION REVIEW COMMITTEE (ICRC)

This amends the report requirements promulgated in ICRC Letter of Instructions dated March 29, 1976. The following reports, described in attachments 1 through 5 constitute permanent semiannual reporting requirements:

- ✓ #1 Report of Original Classification Authorities
- (ATP) ✓ #2 Report of Classification Abuses and Administrative Security Violations
- ✓ #3 Report of Unauthorized Disclosures
- ✓ #4 Report of Mandatory Review Actions
- ✓ Report of Mandatory Review Appeals
- ✓ #5 Semiannual Summary Report *(of Classification Actions, Declassification Assignments)*

The authority for these Departmental reports is contained in Executive Order 11652 and in Sections IX,C and X,C of the implementing directive issued on May 17, 1972 by the National Security Council (NSC).

The reports established by the NSC directive and described herein are designed to assist the ICRC in fulfilling its responsibilities as outlined in Sections IX,C and D of the NSC directive. These functions are to (1) oversee compliance with the Order, and Departmental programming and implementation, (2) prevent improper classification and eliminate unauthorized disclosures, (3) ensure prompt declassification and facilitate

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public access to declassified material, (4) consider and take action on complaints concerning the general administration of the Order, and (5) review appeals from denials of declassification requests by Departmental Review Committees or the Archivist of the United States.

In furtherance of Presidential initiatives for the reduction of administrative processing procedures and report requirements, the frequency for Departmental reporting to the ICRC has been changed from quarterly to semiannual. In addition, report requirements regarding "abuses" of the classification system have been changed to more accurately reflect the intent of the Executive order and to provide more meaningful data. The change to semiannual reporting is effective for the report covering the period January 1 - June 30, 1977, and all subsequent semiannual periods. I cannot overstress the importance of timely, complete and accurate reporting by all Departments and Agencies to the accomplishment of the Committee's mission.

Unless otherwise specified in the report descriptions provided as attachments to this letter, the semiannual reports covered will apply to all offices of the Executive branch which are authorized to originate classified material.



Acting Chairman

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INSTRUCTIONS FOR PEN AND INK CHANGES TO ICRC STANDARD FORMS;  
242, 243, 244, 323, and 324, and OPTIONAL FORM 270

Listed below are Pen and Ink changes which should be made on ICRC Standard forms 242, 243, 244, 323, and 324 and Optional Form 270 pending exhaustion of the present stock of these forms.

SF 242 (3-76) REPORT OF MANDATORY REVIEW APPEALS TO DEPARTMENT OR  
AGENCY COMMITTEE

- a. Change Interagency Report Control Number to "1222-GSA-SA."
- b. Column on extreme right: change heading to "Carry Over to Next Report."
- c. Bottom line, right side: delete the word "Quarter" in the heading "Quarter Totals."

SF 242 (3-76) REPORT OF MANDATORY REVIEW ACTIONS

- a. Change Interagency Report Control Number to "1222-GSA-SA."
- b. Delete the two columns on the extreme left headed "Totals/ Year to Date/Current Quarter."
- c. Under columns headed "Requests," change column on extreme left to read "Number Carried Over From Previous Report."
- d. Under columns headed "Carryovers," change left hand column to read "To Next Report."
- e. Delete bottom line of blocks (previously used for "Year to Date" data).

SF 244 (3-76) REPORT OF ORIGINAL CLASSIFICATION AUTHORITIES

- a. Change Interagency Report Control Number to "1515-GSA-SA."
- b. Change heading of second column from left to read "Authorized Number Previous Report."
- c. Change heading of middle column to read "Authorized Number Current Report."

SF 322 (3-76) REPORT OF CLASSIFICATION ABUSES

This report has been completely revised. Use attached SF 322 (Revised), "Report of Classification Abuses and Administrative Security Violations", for final quarterly report of 1976 and subsequent semiannual reports. Local reproduction authorized pending availability in supply system.

SF 323 (3-76) REPORT OF UNAUTHORIZED DISCLOSURES

- a. Change Interagency Report Control Number to "1224-GSA-SA."
- b. In the second line of item 9, Instructions, change "quarter" to read "reporting period."

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SF 324 (3-76) QUARTERLY SUMMARY REPORT TO THE INTERAGENCY CLASSIFICATION  
REVIEW COMMITTEE

- a. Change Interagency Report Control Number to "1217-GSA-SA."
- b. In title of form, change "Quarterly" to read "Semiannual."
- c. Under block 4, Classification Actions:
  - (1) delete all subcolumn headings of "Quarter" and all blocks under those headings;
  - (2) delete all subcolumn headings of "Year to Date," but leave all blocks under those headings for entry of data.

OP 270 (3-76) MANDATORY DECLASSIFICATION REVIEW WORKSHEET

Change heading of column on extreme right to read "Carryover to  
Worksheet for Next Report."

Acting Chairman

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ENCLOSURES:

Revised Standard Forms 242, 243, 244, 322, 323 and 324  
Revised Optional Form 270

REPORTS OF MANDATORY DECLASSIFICATION REVIEW ACTIONS AND APPEALS

1. Applicability -- Individual submissions are required from each department, agency or other organizational unit assigned original classification authority pursuant to Section 2(A) and (B) of Executive Order 11652. This requirement also applies to any federal agency which had classification authority under Executive Order 10501, as amended, or any predecessor Order, and which, under the provisions of Executive Order 11652, receives a request for review of a document more than 10 years old for which the agency is responsible.
2. Form or Format -- Submit the report of Review Actions on Standard Form 243 (Revised) and of Appeal Actions on Standard Form 242 (Revised). Optional Form 270 (Revised) is recommended for use by Departments in recording data necessary for completion of SF 243 and 242.
3. Report Basis and Scope -- Departments will include data on all requests for declassification review, and appeals to departmental decisions thereon, received during the reporting period. Include those that are carried over from the previous reporting period. In addition, when a department has waived the 10 year restriction and elects to accept a review request for such a document or documents, data should be included.
4. Frequency and Due Date -- Semiannual, as of June 30 and December 31. Due at ICRC by July 31 and January 31. Negative reports are required when no requests have been received.
5. Report Medium -- Submit typewritten reports.
6. Copies and Distribution -- Forward two copies of the report to the ICRC.
7. Classification -- This report should not contain any classified information.

8. Procedural Instructions --

a. Optional Form 270

- (1) This form is designed as a log to assist departments in fulfilling their recordkeeping and reporting functions.
- (2) At the beginning of each reporting period a new log sheet should be prepared. Enter carryover requests and appeals by letter (e.g., a, b, c, etc.). Enter new requests by number as received (e.g., 1, 2, 3 etc.).
- (3) Enter name of requester, date received, classification and identification of the material in the appropriate columns.
- (4) Estimate the number of pages involved in the review.
- (5) In the "Procedural Actions" column, enter a check to indicate those requests denied for procedural reasons, those for which the department does not have final declassification authority and only an opinion was rendered, or those which were referred to another agency for final declassification action and notification to the requester. In these cases, no entry should be made in the spaces under "Departmental Action".
- (6) Under the "Departmental Action" column, enter the date the request was granted in full or in part or the date the request was denied in full. Also indicate a check in the appropriate columns for those documents declassified which were further withheld under the Freedom of Information Act, and the exemption category for those retaining classification.
- (7) Under the "Appeal to Departmental Committee" column, enter the date appeal was received and date appropriate action was taken.

- (8) In the final column enter an asterisk (\*) for each item on which action is still pending at the end of the period. These items shall be carried forward to the log for the next reporting period.
  - (9) Enter totals for all columns not blocked out. The number of carryovers to be recorded on the bottom left of the form is the number entered on this form from the log of the previous reporting period.
- b. Standard Form 243 (Revised)
- (1) From Optional Form 270 or equivalent departmental log, extract and enter the number of requests carried over from the previous report, the number of new requests received, and an estimate of the total number of pages reviewed. Enter also from the optional form the number of procedural actions taken (see 8a (5) above for explanation) and the number of actions taken by the Department. Enter the number of pending actions to be carried over to the next report and, in the final column, the number of carryovers involving requests over 60 days old.
  - (2) Under the "Comments" section enter supplemental information relating to significant requests and their disposition. Describe or identify record series or collections that may have been downgraded or declassified as a result of one or more requests for mandatory review.
- c. Standard Form 242 (Revised)
- (1) Use this form to report the status of all appeals made to the



Departmental Classification Review Committee resulting from partial or full denial of a declassification request. Items will include both new appeals and those which may have been carried over from previous reporting periods awaiting a final determination by the Committee.

- (2) Enter information from the "Appeals" section of Optional Form 270 or equivalent Departmental log or worksheet, accounting for each line item, including those on which no determination has been made by the Departmental Committee. Use an asterisk in the first column (item no.) to indicate items carried over from the previous reporting period. Enter an asterisk in the last column for all items that will be carried over to the next report.

REPORT OF ORIGINAL CLASSIFICATION AUTHORITIES

1. Applicability -- Individual submissions are required from each Department, agency or other organizational unit authorized original classification authority, pursuant to Section 2(A) and (B) of Executive Order 11652. Activities carried out by contract wherein original classification authority is granted should be included in the submission.
2. Form or Format -- Use Standard Form 244 (Revised) "Report of Original Classification Authorities" in submitting this report.
3. Basic Policy -- Heads of departments, so authorized by the Executive order, may assign authority to classify information or material to a position and thus to the individual filling that position. The number of persons assigned original classification authority shall be strictly limited to the minimum number required for efficient administration.
4. Report Basis and Scope -- In accordance with the provisions of Section I,D of the May 17, 1972 National Security Council directive, departments to which this report applies are required to maintain current lists of officials who have been designated as original Top Secret, Secret, and Confidential classification authorities. These lists form the basis for the numerical data which shall be submitted semiannually to the ICRC on SF 244 (Revised). As a minimum, record lists must be sufficiently detailed to identify the person authorized to classify--preferably by complete name and job title or position. An exception clause pertaining to identifying certain classifiers within the intelligence community by name is covered in Section I,D of the NSC directive. If position title or code number is used in place of the identity of the classifier

Attachment 1

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on the lists, the department shall furnish to the ICRC a statement of established procedures for determining the identity of the classifier corresponding to: (1) an assigned code number or (2) a particular position title on a given date (current or past). Lists of classification authorities shall be maintained by classification level (TS, S and C) authorized, with totals provided for each level plus a grand total for the department. Departments shall ensure the capability of providing prompt access to the current lists upon the request of the chairman or Executive Director.

4. Frequency and due date -- Semiannual as of June 30 and December 31.  
Due at ICRC by July 31 and January 31.
5. Report Medium -- Submit typewritten report.
6. Copies and Distribution -- Forward two copies to the ICRC.
7. Classification -- This report should not contain any classified information.
8. Procedural Instructions --
  - a. Enter in the appropriate column of SF 244 (Revised) the number of Top Secret, Secret, and Confidential classifiers authorized at the end of the previous and current reporting periods. Entries should be made only for the highest level authorized; i.e., entries for individuals with "Top Secret" authority should be shown only under the "TS" column and not under the "S" and "C" column. The same applies to "Secret" authorities.
  - b. In the "numerical change" column, enter the number of additions or reductions in each classification category based on a comparison

of the current totals with those of the previous report.

c. In the last column, enter the percent of change using the same basis for comparison.

d. In the "Total Agency Statistics" row, enter totals of all columns.

REPORT OF CLASSIFICATION ABUSES

AND

ADMINISTRATIVE SECURITY VIOLATIONS

1. Applicability -- Individual submissions are required from each Department, Agency or other organizational unit authorized original classification authority pursuant to Section 2(A) and (B) of Executive Order 11652. Departments are also required to obtain and forward information on abuses occurring on projects or programs undertaken by contract.
2. Form or Format -- Use Standard Form 322 (Revised), Report of Classification abuses and Administrative Security Violations", in submitting this report. Where information is obtained from contractors, this form may be used as a transmittal document to avoid the cost of transcribing the data.
3. Report Basis and Scope -- A Classification Abuse is a violation of the terms of Executive Order 11652 (or of implementing regulations or directives of any executive branch department or agency) the effect of which would be to preclude or delay the release of official information, to include overclassification, unnecessary classification, classification without authority, unnecessary exemption or exemption without authority. An Administrative Security Violation is the marking of a document in a manner which does not conform with the requirements of Executive Order 11652 and implementing directives. Examples include: failure to apply downgrading/declassification assignments, failure to indicate classification authority, failure to apply internal classification markings (when required by agency), or incorrectly computing

declassification dates under the General Declassification Schedule

4. Frequency and Due Dates -- Semiannual, as of June 30 and December 31.

Due at ICRC by July 31 and January 31. Negative reports required.

5. Report Medium -- Submit typewritten report.

6. Copies and Distribution -- Forward two copies of the report to the ICRC.

7. Classification -- This report should not contain any classified information.

8. Procedural Instructions for Completing the Form --

- a. Enter under the appropriate column the total number of each type of abuse or violation. Where more than one corrective or administrative action is taken on a single incident, indicate only the most stringent action taken.

- b. If an abuse or violation is other than those listed under "Description," describe in the "Remarks" section.

- c. Enter totals for each type of abuse and violation.

- d. In the "Remarks" section, describe programs or actions taken during the reporting period to preclude future instances of abuse and violation.

- e. Complete administrative portions of form as indicated.

REPORT OF UNAUTHORIZED DISCLOSURES

1. Applicability -- Individual submissions are required from each Department, agency or other organizational unit authorized original classification authority pursuant to Section 2(A) and (B) of Executive Order 11652. Departments are also required to obtain and forward information on unauthorized disclosures occurring on projects or programs undertaken by contract.
2. Form or Format -- Use Standard Form 323 (Revised) "Report of Unauthorized Disclosures" in submitting this report. Where information is obtained from contractors, this form may be used as a transmittal document to avoid the cost of transcribing the data.
3. Report Basis and Scope -- An unauthorized disclosure is defined as a communication or physical transfer of classified information or material to a person not authorized to receive it. Reportable unauthorized disclosure cases are those which involve the release and disclosure of classified information, either deliberate or inadvertent, as contrasted to physical security violations such as an unattended open safe, or the confirmed loss of accountability of a classified document. It includes, but is not limited to, unauthorized disclosure of classified information in a newspaper, journal or other publication, or any other communications media where such information is traceable to a department because of a direct quotation, or other uniquely identifiable fact. The principal criteria for determining whether an unauthorized disclosure is reportable to the ICRC are: (1) the release and disclosure are of sufficient importance to warrant formal investigation; and

(2) the formal investigation confirms that an important disclosure did occur. Unauthorized disclosures which meet both these criteria and for which such decisions were reached during the reporting period shall be reported.

4. Frequency and Due Date -- Semiannual, as of June 30 and December 31. Due at ICRC by July 31 and January 31. Negative reports required.
5. Report Medium -- Submit typewritten report.
6. Copies and Distribution -- Forward two copies of the report to ICRC.
7. Classification -- Unclassified unless the nature of the disclosure (how compromised or leaked and where) or the subject matter requires classification. When classified, forward report to ICRC under separate cover rather than with other semiannual reports.
8. Procedural Instructions for Completing the Form -- Use the guidelines and definition contained in paragraph 3:
  - a. Include the date the incident occurred, if known.
  - b. Give the general subject and the security classification of the compromised information. Indicate whether the information can be declassified.
  - c. Identify any documents (defined as any recorded information in any medium) which are, or are suspected of being, involved.
  - d. Identify the publication (public press, technical journal, report, etc.), speech, or briefing containing the unauthorized disclosure; also identify any unauthorized recipient(s) of the classified information, if known.
  - e. Include the department's evaluation of the impact of the unauthorized disclosure on national security.



- f. Indicate whether the unauthorized disclosure has been referred to the Department of Justice for prosecution, and the probable jurisdiction. In lieu of recommended legal action, indicate other action taken or pending.
- g. Where appropriate, state action planned or taken to prevent similar disclosures or recurrences.
- h. Attach additional sheets or exhibits as necessary.

SEMIANNUAL SUMMARY REPORT

1. Applicability -- Reports are required from each department, agency or other similar organizational unit that creates classified records.
2. Form or Format -- Use Standard Form 324 (Revised), "Semiannual Summary Report," in submitting this report. Attach exhibits or additional pages as necessary.
3. Report Basis and Scope -- The data reported will assist the ICRC in measuring agency effectiveness in implementing Executive Order 11652. The report includes data related to the volume of classified documents being generated, the use of declassification schedules, and a description of other significant activities by the departments related to monitorship.
4. Frequency and Due Date -- Semiannual, as of June 30 and December 31. Due at ICRC by July 31 and January 31. Negative reports are required.
5. Report Medium -- Submit typewritten report.
6. Copies and Distribution -- Forward two copies to the ICRC.
7. Classification -- This report should not contain any classified information.
8. Procedural Instructions --
  - a. Period Ending -- Enter the month, day and year of the end of the reporting period.
  - b. Department or Agency -- Enter the name of the department, agency or other organizational element reporting.
  - c. Refer questions to: Give the name and telephone number of the person who has detailed knowledge of the data in the report.

- d. Classification Actions -- The purpose of this section is to furnish information as to the number of classified documents generated during the reporting period and their declassification assignment. Every effort should be made to obtain actual counts in the case of Top Secret. Because of the high volume of Secret and Confidential actions, Departments may develop sampling methods in lieu of actual count. (The ICRC will be furnished information on the methods used for such sampling and any revision to the sampling method.) Do not include reproduced copies of documents; for example, a classified document sent to more than one addressee would be counted as one item. Include all documents classified, whether classified on an original or derivative basis. Enter both horizontal and vertical totals.
- e. Describe efforts -- This block is designed to provide narrative descriptions of efforts during the reporting period of individual Departments to implement the Executive Order, promote public accessibility and improve management of the Program. The following are typical of entries which might be made:
- (1) Significant actions taken to monitor the program and improve the effectiveness of implementation. For example, describe the number, type and results of inspections, program reviews or liaison visits conducted. Include positive and negative trends discovered, actions taken to resolve problem areas or to bring positive trends or innovations to the attention of other activities. Describe meetings and significant actions taken or decisions made by Departmental Classification Review

Committees. Describe actions taken to control the use of exemption authority. Describe results of programs undertaken to review security classification guidance to cause earlier downgrading and declassification or fewer exemptions from the GDS. Describe the action taken to establish inspection points to review classified material. Describe actions taken to review distribution lists to limit dissemination of classified information. Describe actions taken to encourage the continuing interest of management at all levels in the Program.

- (2) Significant actions taken to promote implementation through education and training actions such as:
  - (a) Establishment of formal departmental courses;
  - (b) Development of informal training courses;
  - (c) Participation in briefings and seminar presentations;
  - (d) The development of improved security briefs and security education testing;
  - (e) The publication of significant security articles in professional journals;
  - (f) The production of security training films or TV clips;
  - (g) The organizing and use of security advice and assistance teams.
- (3) Significant actions taken to improve implementation such as:
  - (a) Downgrading and declassification projects;
  - (b) Significant reductions in classification authorities;
  - (c) The development of proposed changes to regulations;

- (d) The promulgation of blanket downgrading/declassification guidelines;
  - (e) The development of classification management programs;
  - (f) The acceleration of declassification measures;
  - (g) Analyses of results of actions taken on requests for declassification review;
  - (h) Results of challenges extended to classifiers.
- (4) Significant statistical data from which meaningful progress in program implementation can be measured, such as the results from:
- (a) Programs undertaken to reduce classified document inventories;
  - (b) Surveys of activities, agencies or industrial facilities;
  - (c) Sampling programs;
  - (d) Review of classification or declassification guidance;
  - (e) Review of programs/projects/systems to cause earlier or total downgrading and/or declassification.
- (5) Instances of significant cost avoidance achieved in program implementation.
- (6) Recommendations to achieve maximum effectiveness through the use of available resources or for the overall improvement of implementation.
- f. Submitted by: Signature and typed name of official signing the report.
- g. Title: Enter title of individual signing the report.
- h. Date: Show the date on which the report is signed.

NATIONAL SECURITY INFORMATION OR MATERIAL  
**REPORT OF MANDATORY REVIEW APPEALS**  
 TO  
 DEPARTMENT OR AGENCY COMMITTEE

INTERAGENCY REPORT  
 CONTROL NUMBER SA  
 1222-GSA-~~QU~~

DEPARTMENT OR AGENCY

PERIOD ENDING (Day, mo., yr.)

PAGE \_\_\_\_ OF \_\_\_\_

ITEM NO.	NAME OF REQUESTER	DATE OF ORIGINAL DENIAL	DATE APPEAL RECEIVED	MATERIALS REQUESTED (Include estimate of number of pages reviewed)	CLASSIFICATION CODE "T," "S," or "C"	APPEAL DATES			WITHHOLDING AUTH BY FREEDOM OF INFO ACT (S)	REMAINS CLASSIFIED (SHOW EXEMPTION CAT)	CARRY OVER TO NEXT REPORT (*)
						GRANTED IN FULL	GRANTED IN PART	DENIED IN FULL			
ITEM NUMBER TOTAL		SUBMITTED BY (Signature)		TITLE		QUARTER TOTALS					

NATIONAL SECURITY INFORMATION OR MATERIAL  
REPORT OF MANDATORY REVIEW ACTIONS

Interagency  
Report Control No.  
SA  
1222-GSA-00

Dept. or Agency

Period Ending (Day, month, year)

TOTALS	REQUESTS			PROCEDURAL ACTIONS				ACTION BY DEPARTMENT/AGENCY			WITHHOLDING AUTHORIZED BY FREEDOM OF INFO ACT	CARRYOVERS	
	NUMBER CARRIED OVER FROM PREVIOUS QUARTER REPORT	NUMBER OF NEW REQUESTS RECEIVED	ESTIMATED NUMBER OF PAGES REVIEWED	OPINION ONLY OR REFERRED TO OTHER AGENCY FOR FINAL ACTION	DISALLOWED			NUMBER OF REQUESTS				TO NEXT QUARTER REPORT	OVER 60 DAYS OLD
					PREMATURE REQUEST	INSUFFICIENT PARTICULARITY	UNDULY BURDENSOME	GRANTED IN FULL	GRANTED IN PART	DENIED IN FULL			
<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> YEAR TO DATE CURRENT QUARTER </div>													

Comments:

SUBMITTED BY (Signature)

TITLE

[illegible]



NATIONAL SECURITY INFORMATION OR MATERIAL  
REPORT OF CLASSIFICATION ABUSES AND  
ADMINISTRATIVE SECURITY VIOLATIONS

INTERAGENCY REPORT  
CONTROL NO.  
1223-GSA-ISA

## Definitions:

I. A classification abuse is a violation of the terms of Executive Order 11652 (or of implementing regulations or directives of any executive branch department or agency) the effect of which would be to preclude or delay the release of official information, to include overclassification, unnecessary classification, classification without authority, unnecessary exemption or exemption without authority.

II. An Administrative Security Violation is the marking of a document in a manner which does not conform with the requirements of Executive Order 11652 and implementing directives. Examples include: failure to apply downgrading declassification assignments, failure to indicate classification authority, failure to apply internal classification markings (when required by agency), or incorrectly computing declassification dates under the General Declassification Schedule.

Reporting Instructions: Include abuses and violations becoming known during the reporting period. Forward report on this form to the ICRC no later than 30 days after June 30 and December 31 each year.

DESCRIPTION	NUMBER OF Instances						TOTALS
	Corrected immediately no further action necessary	WRITTEN NOTIFICATION			REPRIMAND		
		Letter of Reprimand	Cautionary Letter	* Formal notice	Oral	Admin.	
I. CLASSIFICATION ABUSES							
a. Overclassification							
b. Unnecessary classification							
c. Classification without authority							
d. Unnecessary exemption							
e. Exemption without authority							
f. Other (Describe in Remarks.)							
TOTALS							
II. ADMINISTRATIVE SECURITY VIOLATIONS							
a. Failure to apply downgrading/declassification assignments							
b. Failure to show classification authority.							
c. Failure to apply internal classification markings							
d. Incorrect computation of GDS dates.							
e. Other (Describe in Remarks)							
TOTALS							

REMARKS (Provide explanation of I.F. and II.e. above; also describe actions taken during the reporting period to preclude abuses and violations.)

CHAIRMAN, DEPARTMENTAL REVIEW COMMITTEE (Name, title, signature)

PERIOD ENDING (Day, month, year)

NATIONAL SECURITY INFORMATION OR MATERIAL

DEPARTMENT (or Agency)

INTERAGENCY REPORT  
CONTROL NO. SA

## REPORT OF UNAUTHORIZED DISCLOSURES

1224-GSA-40

**Definition**—An unauthorized disclosure is defined as a communication or physical transfer of classified information or material to an unauthorized person. Reportable unauthorized disclosure cases are those which involve the release and disclosure of classified information, either deliberate or inadvertent, as contrasted to physical security violations such as; for example, an unattended open safe, or the confirmed loss of control of a classified document. It includes, but is not limited to, unauthorized disclosure of classified informa-

tion in a newspaper, journal or other publication or any other communications media where such information is traceable to a Department because of a direct quotation, or other uniquely identifiable fact. The principal criteria for determining whether an unauthorized disclosure is reportable to the ICRC include both: (1) the release and disclosure are of sufficient importance to warrant formal investigation; and (2) the formal investigation confirms that an important disclosure did occur.

**Instructions**—Provide the following details concerning each incident:

1. Date the incident occurred, if known.
2. Subject and security classification of the compromised information and whether the information can be declassified.
3. Identify the document (defined as any recorded information in any medium), if known.
4. Identify the publication (public press, technical journals, report, etc.) speech or briefing containing the unauthorized disclosure or the unauthorized recipient of the classified information.
5. Include the Department's (or Agency) evaluation of the impact of the unauthorized disclosure on national security.
6. Indicate whether the unauthorized disclosure has been referred to the Department of Justice for prosecution, and the probable jurisdiction. In lieu of recommended legal action, indicate other action taken or pending.
7. Where appropriate, state action planned or taken to prevent similar disclosures or recurrences.
8. Attach additional sheets or exhibits as necessary.
9. Submit report on this form no later than thirty calendar days after the end of each quarter reporting period.

## DESCRIPTION OF INCIDENT

CHAIRMAN, DEPARTMENTAL REVIEW COMMITTEE (Name, Title, Signature)

PERIOD ENDING (Day, Month, Year)

**SEMIANNUAL  
QUARTERLY SUMMARY REPORT  
TO THE  
INTERAGENCY CLASSIFICATION REVIEW COMMITTEE**

**1. PERIOD ENDING** (Show day, month, year)

**INTERAGENCY REPORT  
CONTROL NUMBER**

SA  
1217-GSA-09

**2. DEPARTMENT OR AGENCY**

**3. REFER QUESTIONS TO** (Name and telephone number)

CLASSIFICATION	ADVANCE DECLASSIFICATION SCHEDULE		GENERAL DECLASSIFICATION SCHEDULE		EXEMPT		TOTALS OF ALL DOCUMENTS	
	QUARTER	YEAR-TO-DATE	QUARTER	YEAR-TO-DATE	QUARTER	YEAR-TO-DATE	QUARTER	YEAR-TO-DATE
TOP SECRET								
SECRET								
CONFIDENTIAL								
<b>TOTALS</b>								

DESCRIBE ACTIONS TO INCREASE ACCESS TO DECLASSIFIED DOCUMENTS AND IMPROVE MANAGEMENT OF CLASSIFIED MATERIALS (Attach exhibits or additional pages as necessary)

**6. SUBMITTED BY** (Signature)

**7. TITLE**

**8. DATE**

3.4-102

STANDARD FORM 3.4 (Rev. 3-76)  
PREPARED BY NSA/CSS